

SECRET

AIR POUCH

25X1

: Chief of Station, :

- Administrative/Personnel
- Survey of Employees Overseas Service for Retirement Study Purposes

1. The Organization is considering the possibilities of developing a retirement program which would provide improved benefits to staff employees and staff agents for overseas service. Some of the records necessary to compile planning data are not available in a centralized place. The work necessary to document past overseas service (for this Organization and for other departments, agencies and services of the Government) of Organization personnel for planning purposes would be prohibitive in cost and time required. The information needed is: the kind of overseas service (military or civilian, PCS or TDY), where performed (country, island or possession -- no city), the beginning and ending dates (to the closest month) and the responsible Government component , Army, State, OSS, etc.) at the time the duty was actually performed. (Organization,

2. In order to simplify the requirement which this notice places on operating and staff components of the Organization for this information, survey cards, Form 1451, Record of Overseas Service, will be used for all staff employees paid from confidential funds and for staff agents. The information obtained will be used only for statistical analysis and planning purposes. It should, however, be as accurate as possible.

3. Listed below are instructions for filling out the cards:

a. Please study your card Form 1451 and be sure you understand what is required before you fill it out.

b. Leave blank the spaces provided for your name and employee serial number. Write your pseudonym on a slip of paper and staple it to your card.

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c. Be as accurate as possible, but the information need not be certified.

d. List each increment of overseas duty performed at any time on behalf of the Government and give the approximate location. For Project tours give area only (FE, Europe, ME, etc.).

e. If PCS, give dates of arrival at first duty post and departure from last duty post only for each increment of overseas duty.

f. For completed TDY trips, give only dates of departure from and return to your headquarters for each overseas trip. Show area in which major portion of duty was performed.

g. Omit TDY travel and changes in overseas PCS, if they occurred while you were on PCS overseas.

h. If home leave and/or TDY to your headquarters occurred while you were on PCS overseas, they should not be deducted from overseas service.

i. Do not duplicate overseas service where it was performed simultaneously for two organizations. This means that there should be no overlapping of dates and that care must be taken to show for which Government department or agency the service was actually performed (regardless of cover). Use word organization for KUBARK service.

j. Show only duty completed prior to 1 July 1958. As of this date the information will be extracted by the Finance Division from current records. For your current tour of duty you should list only the date on which you arrived at your PCS post.

k. For incomplete TDY give date of departure from ZI and leave ending date blank. Show area where major portion of duty was performed.

l. The completed form must be returned to your administrative officer as soon as possible.

4. Completed forms should be pouched to Headquarters as soon as they are filled out without waiting for all forms to be completed.

DPS/DCI [redacted]
13 June 1958

Attachments:
Forms 1451

Distribution: Orig & 1 - Addressee
1 - Base C File
1 - Chrono

[redacted] 15/ 1/\$
Releasing Officer Authenticating O.